

DIRECTIVE

JOB TRAINING PARTNERSHIP ACT

Number: D98-4

Date: September 3, 1998
69:116:is

TO: SERVICE DELIVERY AREA ADMINISTRATORS
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS
JTPD PROGRAM OPERATORS
EDD JOB SERVICE OFFICE MANAGERS
JTPD STAFF

SUBJECT: JTPA CLIENT FORMS HANDBOOK

EXECUTIVE SUMMARY:

Purpose:

This Directive transmits the revised Job Training Partnership Act (JTPA) Client Forms Handbook which includes detailed instructions to complete the JTPA client forms.

Scope:

The JTPA Client Forms Handbook has been developed as a reference guide for Service Delivery Areas (SDA) and other recipients of JTPA funds.

Effective Date:

This Directive is effective upon its receipt.

REFERENCES:

- Training and Employment Information Notice (TEIN) 5-93, Change 1
- California Unemployment Insurance Code, Section 15026
- Department of Labor (DOL) Title II Eligibility Documentation Technical Assistance Guide (TAG)
- The Job Training Partnership Act
- JTPA Directive D97-7, Eligibility Determination and Verification for Title II, III, and IV-C
- JTPA Interim Directive 93-20, Title II-C In-School-Out-of-School Participant Ratio including Procedures for Establishing Schoolwide Project
- JTPA Information Bulletin B97-66, Title II-B Returned to Full-Time School Termination Outcome

STATE-IMPOSED REQUIREMENTS:

This Directive contains state-imposed requirements only.

FILING INSTRUCTIONS:

Retain the JTPA Client Forms Handbook as an attachment to this Directive.

BACKGROUND:

The attached JTPA Client Forms Handbook has been developed to provide the SDAs with instructions to complete the JTPA client forms. The JTPA client forms are used to track clients participating in JTPA activities.

POLICY AND PROCEDURES:

The JTPA Client Forms Handbook contains information that will assist SDAs with the completion of the JTPA client forms.

ACTION:

All requirements in this Directive are effective the date of its issuance. This Directive should be shared with all SDA and subrecipient staff responsible for completing the JTPA client forms.

INQUIRIES:

Please direct all questions regarding this Directive to your assigned program manager.

/S/ BILL BURKE
Assistant Deputy Director

Attachments available on Internet:

1. [JTPA Client Forms Handbook](#)